



FEMA

## FY 2005 PRE-DISASTER MITIGATION PROGRAM OVERVIEW

### BACKGROUND

The Pre-Disaster Mitigation (PDM) program will provide funds to states, territories, Indian tribes, communities, colleges, and universities for pre-disaster mitigation planning and the implementation of cost-effective mitigation projects prior to a disaster event. Funding these plans and projects reduces overall risks to the population and structures, while also reducing reliance on funding from actual disaster declarations. This is an overview of the FY 2005 Pre-Disaster Mitigation program.

### USES OF FUNDS

**Funds:** Approximately \$255 million is available for competitive grants, technical assistance, and program support for the FY 2005 PDM program. As PDM funds are available until expended, this amount is comprised of approximately \$13 million FY 2003 funds, approximately \$144.6 million FY 2004 funds, and approximately \$97 million FY 2005 funds. PDM grants are to be awarded on a competitive basis and without reference to state allocations, quotas, or other formula-based allocation of funds.

#### Eligible Activities:

- Mitigation planning: \$3M cap on Federal share, not to exceed 3 years
- Mitigation projects: \$3M cap on Federal share, not to exceed 3 years
- Information dissemination activities: not to exceed 10%, must directly relate to planning or project sub-application
- Applicant management costs: not to exceed 10%
- Sub-applicant management costs: not to exceed 5%

**Cost-share:** 75% Federal/25% non-Federal. Small, impoverished communities may be eligible for up to a 90% Federal cost-share.

### KEY POINTS

#### Ineligible Project Activities:

- Major flood control projects
- Projects that address ecological issues related to land and forest management
- Warning and alert notification systems
- Phased or partial projects (*e.g.*, engineering designs, feasibility studies, or drainage studies that are not integral to a proposed project)
- Dry floodproofing of residential structures
- Generators for non-critical facilities or as a stand-alone activity
- Demolition/rebuild projects
- Response and communication equipment

#### Planning Activities:

The outcome of a mitigation planning grant award must be a FEMA-approved multi-hazard mitigation plan that complies with the requirements of 44 CFR Part 201.

### ELIGIBILITY REQUIREMENTS

**Applicant Eligibility:** Only the state emergency management agencies or a similar office (*i.e.*, the office that has emergency management responsibility) of the state, the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, as well as Federally-recognized Indian tribal governments are eligible to apply to FEMA for assistance as Applicants under this program. Each state, territory, or tribal government shall designate one Agency to serve as the Applicant for this program.

**Sub-applicant Eligibility:** State-level agencies; Federally-recognized Indian tribal governments; local governments to include state-recognized Indian tribes, authorized Indian tribal organizations, and Alaska Native villages; public colleges and universities; and tribal colleges and universities are eligible to apply to the Applicant for assistance. Private non-profit (PNP) organizations and private colleges and universities are **not** eligible Sub-applicants; however, a relevant state agency or local government may apply to the Applicant for assistance on their behalf.

### KEY POINTS

**NFIP Participation:** All Applicants and Sub-applicants must be participating in the National Flood Insurance Program (NFIP) if they have been identified through the NFIP as having a Special Flood Hazard Area (a Flood Hazard Boundary Map (FHBM) or Flood Insurance Rate Map (FIRM) has been issued). In addition, the Applicant/Sub-applicant must not be on probation, suspended or withdrawn from the NFIP. Applicants/Sub-applicants that are not mapped under the NFIP are eligible.

**Mitigation Plan Requirement:** Applicants and Sub-applicants must have a FEMA-approved Mitigation Plan in order to receive project grants by the date of selection for award, anticipated to be on or after May 1, 2005. PDM planning grants will continue to be available to Applicants and Sub-applicants that do not have a FEMA-approved Mitigation Plan to enable them to meet the planning requirements.

## APPLICATION PROCESS

**Application Process:** FEMA strongly encourages Applicants and Sub-applicants to use the electronic grant (e-Grants) system. If an Applicant does not use the e-Grants system, then they must use the e-Grants paper application format that can be obtained from the FEMA Regional Office for sub-applications as well as the overall grant application. Only applications received through the e-Grants system: <https://portal.fema.gov> or using the e-Grants paper application format will be accepted.

**Benefit-Cost Analysis:** A Benefit-Cost Analysis (BCA) is required for all mitigation project sub-applications and must be completed by Applicants/Sub-applicants. A BCA will be required for all properties, including substantially damaged structures. The pilot alternate determination of cost-effectiveness may be used for certain insured NFIP repetitive flood loss properties.

**Technical Assistance:** FEMA will provide technical assistance to both Applicants and Sub-applicants by answering general questions about the PDM program, as well as providing general technical assistance related to project engineering feasibility, Benefit-Cost Analysis, and Environmental/Historic Preservation compliance. However, in no case will technical assistance involve conducting a Benefit-Cost Analysis, or reviewing project-specific information for completeness or technical feasibility. Receipt of technical assistance is not a guarantee of selection for award.

## APPLICATION REVIEW

**Application Review:** FEMA will review all applications to ensure the following:

- Eligibility of Applicants and Sub-applicants
- Eligibility of proposed activities and costs
- Application completeness, including Scope of Work and Cost Estimate
- Eligibility and availability of non-Federal cost share
- Consistency of mitigation projects with the FEMA-approved mitigation state/tribal, local and university plans
- Engineering feasibility of mitigation projects
- Benefit-cost ratio of 1.0 or greater for mitigation projects
- Technical accuracy, complete supporting documentation, and source credibility of the BCA for mitigation projects
- Complete responses to the Environmental/Historic Preservation questions and supporting documentation for mitigation projects and inclusion of appropriate treatment measures in project cost
- Complete responses to Evaluation Information questions for National Ranking and Evaluation, including the hazard risk assessment for planning activities and the BCA for projects

**Technical Review:** FEMA will conduct the following technical reviews of project sub-applications:

- Engineering Feasibility
- Benefit-Cost Analysis
- Environmental/Historic Preservation

## KEY POINTS

**Application Period:** When the application period officially opens, FEMA will post an announcement on the PDM web page: <http://www.fema.gov/fima/pdm>. Applicants must submit a grant application to the appropriate FEMA Regional Office by February 28, 2005, at 11:59 p.m. Eastern Standard Time.

**FY 2005 PDM Guidance:** FY 2005 PDM guidance document and additional guidance materials, such as a model planning scope of work, Benefit-Cost Analysis Guidelines, and engineering case studies, are available on the FEMA web page: <http://www.fema.gov/fima/pdm> or from the FEMA Regional Office.

**e-Grants:** After the application period is officially opened, FEMA will provide technical assistance regarding the e-Grants system through the e-Grants Helpdesk: 1-866-476-0544 or [mtegrants@dhs.gov](mailto:mtegrants@dhs.gov).

**Project Technical Assistance Helplines:** Technical assistance for engineering feasibility, Benefit-Cost Analysis, and Environmental/Historic Preservation compliance is available through the Technical Assistance Helpline: 1-866-222-3580 or [enghelpline@dhs.gov](mailto:enghelpline@dhs.gov), [bchhelpline@dhs.gov](mailto:bchhelpline@dhs.gov), and [ehhelpline@dhs.gov](mailto:ehhelpline@dhs.gov).

## KEY POINTS

**Elimination Criteria:**

- Ineligible Applicant/Sub-applicant
- Applicant/Sub-applicant mapped through the NFIP, but not participating or not in good standing in the NFIP
- Incomplete application
- Ineligible activities
- Mitigation projects from Applicants/Sub-applicants that do not have approved plans
- Mitigation projects that are determined not to be feasible and/or effective at solving the problem for which they were designed
- Mitigation projects with a Benefit-Cost Ratio less than 1.0
- Mitigation projects without a BCA or with inadequately documented BCA
- Missing cost-share funding

Sub-applications that do not satisfy the eligibility and completeness requirements will be removed from further consideration and will not be selected for award.

## RANKING & EVALUATION PROCESS

**National Ranking:** FEMA will score all eligible planning and project sub-applications on the basis of predetermined, objective, quantitative factors to calculate a National Ranking Score. National Ranking factors in order of importance are:

- Benefit-Cost Ratio by Hazard (projects only)
- Confidence in the Benefit-Cost Ratio (projects only)
- Assessment of Frequency & Severity of Hazards (planning only)
- Applicant Ranking
- Engineering Feasibility (projects only)
- Community Mitigation Factors
- FEMA-Approved Mitigation Plan
- Protection of Critical Facilities (projects only)
- Percent of the Population Benefiting (projects only)
- Small, Impoverished Community

**National Evaluation:** National panels, chaired by FEMA and composed of representatives from FEMA Headquarters and Regions, other Federal agencies, states, and Indian tribal governments, will convene to evaluate planning and project sub-applications on the basis of additional predetermined qualitative factors to determine a National Evaluation Score. National Evaluation factors in order of importance are:

- Assessment of Frequency & Severity of Hazards (planning only)
- Implementation Timeline & Expectations (projects only)
- Potential Benefits to Constituents (planning only)
- Strategy for Completing the Planning Process (planning only)
- Sufficient Staff & Resources
- Benefit-Cost Ratio by Hazard (projects only)
- Confidence in the Benefit-Cost Ratio (projects only)
- Engineering Feasibility (projects only)
- Protection of Critical Facilities (projects only)
- Performance Measures (projects)
- Durable Financial & Social Benefits (projects only)
- Compliance with Federal laws and Executive Orders & Consistency with Federal Programs (projects only)
- Leveraging Partners
- Performance measures (planning)
- Appropriate Outreach Activities &/or Model for Other Communities
- Community Mitigation Factors

## KEY POINTS

**National Ranking:** Sub-applications will be sorted in descending order based on the National Ranking scores, and eligible sub-applications representing up to 150% of available funds will progress to the National Evaluation. The two highest scoring sub-applications from each state and the two highest scoring sub-applications from tribal Applicants may be included in the National Evaluation - if not already included to ensure geographic spread of the applications.

## AWARD PROCESS

**Selection/Award:** The Approving Federal Official at FEMA Headquarters shall consider the National Evaluation Score, the comments and recommendations from independent panelists, and any other pertinent information in determining which sub-applications are selected for award up to the amount of funds available for the program. Sub-applications shall be awarded in order unless a sub-application is justified for selection out of rank order based upon one or more of the following factors:

- Availability of funding
- Balance/distribution of funds geographically or by type of recipient
- Duplication of sub-applications
- Program priorities and policy factors
- Other pertinent information

## KEY POINTS

**Environmental Review:** For selected mitigation projects that require any level of environmental review or an environmental assessment, funds will not be awarded and the project cannot be initiated until FEMA has completed its review.

**Unsuccessful Applications:** FEMA will notify Applicants of sub-applications that do not satisfy completeness and eligibility requirements; sub-applications that are not forwarded to National Evaluation following the National Ranking; and sub-applications that are not selected for award by the Approving Federal Official